

Office of Higher Education
Job Opportunity

Senior Consultant, Senior Program Officer – Division of Student Services

Open To:	The Public
Location:	61 Woodland Street, Hartford, CT
Hours:	Full-Time (40 hours/week)
Starting Salary:	\$61,811
Closing Date:	August 25, 2014

General Information

The Senior Program Officer is responsible for the management of the Connecticut Commission on Community Service's AmeriCorps grants. The position oversees the agency's annual grant award process and ensures the provision of effective monitoring to grant recipients. The Senior Program Officer works with the Executive Director of the Connecticut Commission on Community Service to cultivate strategic partnerships and leads the outreach effort to recruit new AmeriCorps applicants. The position is responsible for the supervision of interns and Commission contractual consultant services, as necessary.

Qualifications

- Extensive knowledge of federal CNCS AmeriCorps program rules and regulations, policies and procedures, reporting requirements and/or fiscal rules;
- Strong organizational skills and attention to detail;
- Proven experience with grants management and monitoring for compliance skills;
- A minimum of two year's progressively responsible experience as a program manager, site supervisor, or program officer in AmeriCorps*State or other national service program;
- Demonstrated experience in program conceptualization, development, and implementation;
- Ability to communicate effectively with a wide range of constituents;
- Bachelor's degree required; master's degree preferred;

Application Instructions

Interested candidates should send/email the following: a letter describing how their interest and experience match the position requirements, a resume, and contact information (including email addresses and telephone numbers) for three (3) professional references. All materials must be received by August 25, 2014.

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The Office of Higher Education is an Equal Opportunity/Affirmative Action Employer and strongly encourages applications from women, minorities, persons with disabilities and veterans.